

Topic: Destruction of Non-Paper Records & Electronic Media

Media we can process:	Media we cannot process:
<ul style="list-style-type: none"> • CDs, Tapes, Floppy Discs, Flash drives • Microfilm, X-rays, Negatives • Hard Drives • Media containing glass if boxed/labeled • Toner if boxed/labeled 	<ul style="list-style-type: none"> • Hazardous materials • Non-decontaminated medical/lab equipment • Sharps or needles • Cell Phones

For media not listed in the above table, call the State Records Center (SRC) Supervisor at (608)264-9506. All non-paper records and electronic media stored at or brought to the (SRC) are destroyed confidentially. The non-paper records and media are maintained in a secure storage area while at the SRC. A Certificate of Recycling can be supplied upon request.

Confidential DisposalState Records Center Pick-up

The SRC can pick up boxes of non-paper and electronic media for confidential destruction from your office if you are in the City of Madison. Non-paper and electronic media must be boxed separately from paper records, but paper destroys and media destroy boxes can be picked up at the same time. The pickup charge for media destroys is \$2.80 per box *plus* an additional charge of \$0.50 per pound recycling charge. The \$0.50 per pound charge applies to pickups and deliveries. You can use any secure box (i.e. copy paper box) that meets the following requirements:

- Boxes must weigh 30lbs. or less;
- Boxes must be covered, taped shut, and clearly labeled "Secure Media Destroy."

To request a pickup of media destroy, please follow these steps:

- a. Log on the DOA website, www.doa.state.wi.us
- b. Under the "For State Employees" menu, click "Record Center"
- c. In "Quick Links" click on "Forms"
- d. Complete the appropriate sections of form **DOA-3808, Inventory Pickup Request**. Follow the form instructions and email the completed form to:
DOADEORecordsCenter@Wisconsin.gov

State Records Center Delivery

You can avoid the pickup charge (although the \$0.50 per pound recycling charge still applies) by delivering the boxes directly to the SRC at:

4622 University Ave. Door 10A
Madison, WI. 53705

Delivery hours are M – F, 8:00am to 11:30am and 12:30PM to 3:30pm. Call (608) 266-2995 or e-mail DOADEORecordsCenter@Wisconsin.gov to set up a delivery time.